

# Guidelines for Submissions to Fechner Day 2018

## Abstracts and Proceedings

Organizing Committee of Fechner Day 2018

15<sup>th</sup> January 2018

This document contains:

- Instructions for the submission of manuscripts (i.e. how to send them to us and in what format) and;
- Detailed instructions for the preparation of manuscripts.

### 1 Instructions for Submission of Manuscripts

All oral presentations and posters contributed to Fechner Day 2018 should be represented in the Proceedings. It is your choice whether you will submit either a one-page abstract or a paper with two to max. six pages.

#### 1.1 Please Submit an MS Word® file and a PDF file

To avoid problems and ensure a good quality abstract volume, we would like you to submit your contribution in two formats: an original MS Word® file and a PDF file.

- Please use the provided MS Word® templates and send the original document via email to us. In case you have separate graphics files, please send them too.
- Also, send a PDF file converted from the original MS Word® document.

#### 1.2 Please Check Before Submitting

To avoid printing issues, please check any graphics, formulae and rare symbols in your document. To double-check, please print your PDF file and search for any errors.

#### 1.3 Where to Send Your Files & How

All email submissions to: registration@fechnerday2018.de

Use the email subject: FD2018 manuscript

Attachments: Please name all your files by using the first author's surname (e.g. SchneiderP1.doc; SchneiderP2.doc).

Attach the file(s) to the message.

Email body:

- List all the author(s)'s full names.
- Name the title of the manuscript.
- Include the full abstract.

## 2 Available MS Word® Templates

2.1 For Abstracts please use:

**Template\_AbstractStyle(with graphs).doc**

This is a template for an abstract including a figure and a table.

→ For an example of a manuscript with an abstract only, please refer to:

**Example\_AbstractStyle(no graphs).doc**

2.2 For Articles with two to six pages, please use:

**Template\_ProceedingsPaperStyle(with graphs).doc**

This is a template for a full proceedings paper with a figure and a table.

→ For an example of a full proceedings paper with four pages, please refer to:

**Example\_ProceedingsPaperStyle(with graphs).doc**

## 3 Instructions for the Preparation of Manuscripts

IMPORTANT: Please note that the format follows the one from 2017 with slight adjustments regarding the page layout. The formats used before are not applicable.

### 3.1 General Instructions

Language: All manuscripts have to be submitted in English.

Mandatory Parts: The following are mandatory parts for all manuscripts:

- Title;
- Name(s) of author(s);
- Affiliation(s) and;
- Abstract.

Length: Please select either the abstract style within one page or the proceedings paper style within six pages.

a.) Abstract Style: If you chose the abstract style, you may include quotations of references, figures, and tables. Ensure not to exceed the one-page limit.

b.) Proceedings Paper Style: The total number of pages in a proceedings paper can be decided by the author with a limit of six pages.

If you chose the proceedings style, the manuscript should be fully formatted and reference(s) should be also included. Ensure that all reference(s) are referred to in the text.

Figures & Tables: If included, provide caption(s) for all figure(s) and table(s). Ensure that all figure(s) and table(s) are referred to in the text. For more instructions, please refer to the '3.3 Style Guidelines'.

### 3.2 Instructions for the Page Layout

- Do not number pages.
- Paper Size: Please submit all manuscripts in A4 (21 cm x 29.7 cm / 8.268 inches x 11.693 inches).
- Margins: Set margins to 2.5 cm (0.984 inches) on all sides so that the text area does not exceed the dimension 16 cm x 24.7 cm (6.299 inches x 9.724 inches).
- Font: Use the font Times New Roman, size 12.
- Important Information for Graphs:
- Do not use thin lines or small fonts in graphs for they may be reduced in size in the proceedings. If you use any font other than Times New Roman (e.g., in tables or diagrams), please list the fonts used in your covering email or, alternatively, embed all fonts when making your PDF.
- Spacing: Use single-spacing. For uniformity of documents, justify left and right edges.
- Please only leave a single space after a full stop (period), not two.
- Paragraphs: Please indent paragraphs with one click of the tab key, having set the default tab as six spaces and do not leave a blank line between paragraphs.
- Do not indent the first paragraph of any new section.

### 3.3 Style Guidelines

- Title: The title should be in capital letters (font size 12), bold type, centred at the top of the first page, and one line below the top margin.
- Authors, Affiliations & Email Addresses: Type name of the author(s) in upper and lowercase letters, centred one line below the title.
- Centre the affiliation(s) and email address(es) on the next line(s) using italics.
- Abstract: Place abstract heading centred and two lines below the affiliation of the last author. The text of the abstract should begin one line below the heading and be italicised.
- If you choose the abstract style for your manuscript, please do not italicise the abstract and use no abstract heading. For an example, please refer to the template 'Example\_Abstract Style(no graphs).doc'.

Headings:	<p>Headings should be centred on the page written in bold type. Main headings should be preceded by one line, except for the abstract heading, and followed by one line.</p> <p>Side headings should be preceded by one line and followed by one line. Use plain italic typeface for side headings and place them to the left.</p>
Main Text:	Start the main text two lines below the abstract.
References:	The References heading should be treated as a main heading according to the typing instructions above. References to unpublished material are not allowed.
Tables & Figures:	<p>Tables and figures should be placed at the top of the page or at the bottom of the page.</p> <p>Table titles should be placed above the table. Start the text two lines below the table.</p> <p>Use figures of 300 dpi or higher with a figure caption under each figure. The text should start two lines below the figure caption. Do not combine a caption with a figure as an image file.</p>
Equations:	Equations should start 1 cm (0.394 inches) from the left margin and should be given a number within parentheses at the right margin. Separate them from the text by one line above and one line below. Check indexes and exponents for readability when reduced in size.
Footnotes:	Avoid footnotes. If unavoidable, place one footnote at the end of the reference list.